



ACADEMIC YEAR – 2023-24
ODD SEMESTER
INTERNAL QUALITY ASSURANCE CELL

16.08.23

IQAC meeting for the month of Aug'23 was held on 16.08.23 between 12.30pm and 1.45pm. IQAC Coordinator briefed on the following points during the meeting.

Agenda for the meeting

- Department Target 2023-24 (ODD semester)
- Department level review meeting (target presentation by HoDs)
- Assessment Plan for courses
- Reports completion
 - CO attainment reports
 - Virtual lab reports
- T&P department – career counseling sessions
- ICT Academy
- Learnathon courses
- Talkathon event
- ICT tool usage
- Staff programme participation

Department Target 2023-24 (ODD semester)

- Departments to submit target for the year 2023-24 ODD semester. Annexure are filled up as per target planned.
- Department level progression to be ensured in fixing up target for various areas.

Department level review meeting (target presentation by HoDs)

- Review meet with Secretary will be held during this month. Target achieved for last year and plan for the forthcoming year to be presented during the meeting by HoDs. Staff level accomplishment report to be submitted during the review meet.

Assessment Plan for courses

- Assessment plan meeting COs coursewise to be made during department level review meeting. Report to be retained for reference.

Reports completion

- Members to ensure completion of the following reports for the completed academic year 2022-23: CO attainment reports, Virtual lab reports, ICT usage reports

T&P department – career counseling sessions

- T&P department to organize career counseling sessions inviting external experts. During On-Campus interviews, similar sessions can be organized

inviting the team of experts from industries.

ICT Academy -Learnathon courses, Talkathon event

- Members to guide students to complete Online courses offered by industries through ICT Academy – Learnathon initiative. It was insisted to encourage completion of minimum 5 courses per student.
- Members to ensure participation of students for state level Talkathon event. Winners will be receiving sponsor for Singapore visit along with placement opportunity. Members to ensure potential students from their department participate.

ICT tool usage

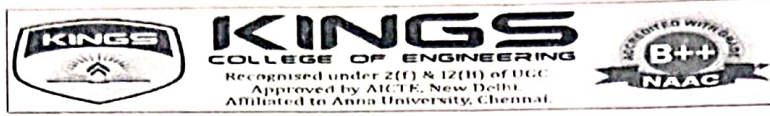
- ICT tools usage are to be encouraged. AI tool integration in TLP to be made by all faculty members.

Staff programme participation

- It was insisted to encourage all faculty members participate in FDPs/ STTPS etc.

K. Collier 16/8/23
IQAC Coordinator


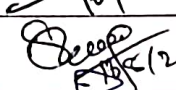
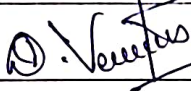
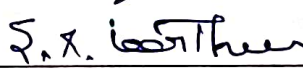

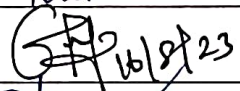
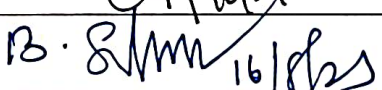
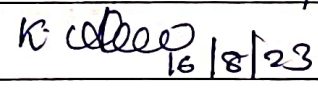

J. Rosnet 16/8/2023
PRINCIPAL



ACADEMIC YEAR 2023-24

IQAC Department Members Meeting

Meeting Attendance - 16.08.23

| IQAC Members | Signature |
|------------------------------|---|
| Mr.K.Arun/Civil |  16/8/2023 |
| Ms.R.Sugantha Lakshmi/CSE |  16/8/23 |
| Ms.D.Vennila/ECE |  16/8/23 |
| Mr.S.R.Karthikeyan/EEE |  16/8/23 |
| Mr.Nelson Raja.S/Mech |  16/8/23 |
| Mr.G.Jeyakrishnan/Maths(S&H) |  16/8/23 |
| Dr.B.Suresh Babu/T&P |  16/8/23 |
| Dy.K.Abhirami |  16/8/23 |
| PRINCIPAL |  16/8/2023 |